



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Student Assistant
TENURE: Temporary
TIME BASE: Part-Time (7:00 am to 3:30 pm on Tuesday and Thursday)
SALARY: \$7.86 - \$10.47
Salary is based on a combination of completed college units and hours worked.

DUTIES:

Under the direction of the Supervising Program Technician, this position performs a variety of production tasks related to the Item Process Program.

Description of Essential Functions:

- Operate document processor equipment, load applicable system and application programs, process jobs according to set procedures, provide maintenance such as cleaning, changing belts, replacing sensors, keep logs and report problems to the supervisor.
- Assist in the daily item processing, including data preparation and encoding.

ADDITIONAL PHYSICAL REQUIREMENTS:

Must be able to turn, twist and lift boxes weighing up to 25lbs. and 24" in length

DESIRABLE QUALIFICATIONS:

- Ability to work closely with others.
- Good work habits and attendance.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

All students who can show proof of current enrollment in college. Proof of current enrollment in college is required.

FINAL FILING DATE:

Applications will be accepted until **September 12, 2005.**

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

CASH:dls 08/29/05